



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
LAVERN E. WEBER
NATIONAL GUARD PROFESSIONAL EDUCATION CENTER
POST OFFICE BOX 797
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PEC-C

14 September 2005

MEMORANDUM FOR ALL NATIONAL GUARD CHIEF'S OF STAFF AND DEPUTY CHIEF'S OF STAFF FOR OPERATIONS.

SUBJECT: Notification of new training at the Professional Education Center (PEC).

1. New training at PEC includes: HRR 021 Mobilization Validation Course, resident; HRR-A-SORTS, (Army – Status Of Resources and Training System), SORTS Data Handler Course, resident; and Reserve Component Company Pre-Command Course (RCPCC), web based.
2. The Mobilization Validation Course, HRR-021. The Mobilization Validation Course is a two week resident course taught at the Human Resources and Readiness and Center at the PEC. The course is focused on Unit full-time personnel, Commanders, and 1SG/CSM. The student is trained from Phase 1 to Phase 3 for Mobilization Validation. The course covers unit daily operations. FORSCOM REG 500-3-3 is covered; subjects include: Mobilization Planning Data Viewer II (MPDV II), MTOE/UMR/USR, ASORTS, Medical requirements, Family issues, ARNG Personnel Policy Guidance, S-1/S-3/S-4 functions, ADVON, Rear Detachment, Replacement Operations, Recruiting and Retention, and Logistic requirements. Students can enroll in ATRRS through their state Employee Development Specialist, Human Readiness Specialist, or Unit ATRRS personnel.
3. The SORTS Data Handler Course, HRR-A-SORTS. The SORTS Data Handlers course is a one week course taught at the Human Resources and Readiness Training Center. The course is designed for commanders and designated personnel responsible for preparing and submitting AA and FF level Unit Status Reports. The course trains personnel to input/update unit status and readiness data into the Army Status of Resources and Training System (A-SORTS) as required by AR 220-1. Students can enroll in ATRRS through their state Employee Development Specialist, Human Readiness Specialist, or Unit ATRRS personnel.
4. Reserve Component Pre-Command Course. This course may also be known as the Pre-Command Course or the Company Command Team Course. This course is recommended as a prerequisite for the states internal PCC. The RCPCC is available via distributed learning through the PEC website at the Online Campus. See enclosure for additional course information, enrollment and registration instructions.
 - a. The purpose of the training is to develop managerial and leadership skills and techniques which are important to successfully command a company sized unit. This “electronic kit bag” of knowledge, skills and references is designed to assist

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commanders and the entire command team (to include Executive Officer, 1SG, or Platoon Leaders) toward the successful completion of a command tour.

b. The RCPCC comes in four separate modules, described below. These modules are enrolled and completed as separate modules and students are awarded certificates of completion for each module. Completion of all four modules together constitutes completion of the RCPCC. There is no overall certificate of completion.

c. The course length is organized into four major areas of concentration, and runs approximately 40 hours in length. Lessons are as follows: ARNG Pre-Command: *Leadership*; ARNG Pre-Command: *Logistics*; ARNG Pre-Command: *Personnel*; ARNG Pre-Command: *Readiness*.

5. This entire document is posted for electronic copies on the PEC public website at <http://www.ngpec.org>.

6. POC is the Deputy Training Center Chief of the Human Resources and Readiness Training Center, who can be contacted at (501) 212-4600.

// ORIGINAL SIGNED //

KENNETH H. NEWTON
Colonel, IN
Commandant

Enclosure: RCPCC Additional Information

Enclosure: RCPCC module information, Enrollment and Registration instructions.

a. **ARNG Pre-Command: Leadership,**

- Techniques of Leadership & Management
- Discipline
- Inspector General Programs
- Drug and Alcohol Abuse Program
- Unit Safety Program
- Environmental Issues

b. **ARNG Pre-Command: Logistics,**

- Supervise Supply Activities
- Physical Security
- Command Supply Discipline Program
- Unit Level Logistics System Ground/Air
- Authorization Documents
- Food Service Operations
- ARNG Ammunition Program
- Commander's Maintenance Program
- Property Accountability

c. **ARNG Pre-Command: Personnel,**

- Personnel Information Resources
- Personnel Records Maintenance
- Assignments, Reassignments, and Transfers
- Advancements, Promotions, Awards And Decorations
- Statutory Finance Requirements
- Unit Record of Reserve Training
- Bonus Program
- INCAP Submissions
- Performance Evaluations
- Education Requirements
- AGR/Technician Program
- State Active Duty
- Publications

d. **ARNG Pre-Command: Readiness,**

- Unit Training
- Strength Maintenance
- Mobilization
- Unit Movement
- Family Assistance Program

A. To enroll in the PEC Learning Management System and register as a student, go to the PEC website at <http://www.ngpec.org>. Click on "**Online Campus**" and follow the screen directions. If you have not previously enrolled in the PEC LMS you will be required to select a User ID and password (of your choice). Please take note of this User ID and password as it will be required each time you enter the LMS.

B. After enrolling in the LMS, you will come to the Student Main Menu. From this Page select "**Register for a Course**" to sign up for a course, this will take you to the Course Catalog. From there, select "**Command Leadership**". This will bring you to the four modules identified above; each module must be registered for separately. Note, you will see an ESGR course that is good for all soldiers and leaders, but not technically part of the RCPCC.

C. The course is loaded into ATTRS and designated as "922-HRR-031". The course is designed to present information from a federal level, and can be used as a prerequisite for Pre-Command Resident Courses at the state level (state-specific issues).

D. Questions specific to content should be directed to the Deputy Training Center Chief of the Human Resources and Readiness Training Center. He can be reached via phone at 501-212-4600. Questions of a technical nature should be addressed to the PEC Learning Management System Manager at onlinecampus@pec.ngb.army.mil.